



NOTICE OF LESS THAN SATISFACTORY JOB PERFORMANCE

Date of Issue: _____ Department: _____

TO: _____
Name Job Title

Identification of deviation: (Detail the performance-related problem or job-related behavior)

Improvement needed for satisfactory job performance (Expectation):

Time given to show improvement (determined by supervisor):

Issued by(Signature) Title

This **Warning Notice** has been discussed with me and I understand it.

Signature of Employee Date

NOTE: This notice will remain effective until revoked by the issuing supervisor. Employee should be aware that he/she is subject to loss of next step increase and disciplinary action if performance does not improve.

cc: Department Head